



Army Career Skills Program Overview

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What are Career Skills Programs?



Career Skills Programs (CSPs) offer employment skills training opportunities to Soldiers preparing to transition (within 180 days of ETS) from military to civilian employment.





Transition Soldier Life Cycle Overview



CRS introduced early and throughout a Soldier's career with touch points at the following:
first duty station-home station drill/first year of service/reenlistments/deployment-mobilization/promotion/transition

Initial phase
0-1 year

Service phase
1+ years

Transition phase
12-18 months prior to Transition

Annual Review

(Promotion, PCS,
Life Events)
Update IDP
Assess Financial
Resilience



Careerist SLC (10+ years)

-Prior to attending SLC, WOSC, or ILE,
develop a resume and references list

Reenlistment

- MOS Crosswalk-Gap Analysis
- Occupation Interest Self Assessment

CAREER

CAREER

DECISION
POINT

RC unemployed/at-risk

- Resume
- Attend Career Tracks (Education, Career/Technical, Entrepreneurship)

(1 yr after completing AIT or BOLC)

Career Preparation

- Soldiers work toward their education or occupational goal through traditional education, technical training, MOS credentials, and military experience

- Begin Transition NLT 12 months prior to transition date, upon MEB referral, during mobilizations

CRS during SLC

CRS during
Transition

IDP → ITP

Pre-Sep
Counseling

Budget

DOLEW
(job application/
job offer)

e-Benefits

VA Benefits I &
II

Gap Analysis

Career Skills

Self Assessment

Career
Tracks
(school
application/school
acceptance letter)

Resume

AC to RC
Continuum

Credentials

Capstone

Initial Soldier Tasks (officer and enlisted)

At AIT/IET, receive MOS
Credential/Information

At AIT/IET, receive 8 hrs of
Financial Readiness
Training

Register for eBenefits

Complete Self Assessment

Develop a budget

Develop IDP in ACT

Types of Career Skills Programs

Career Skills Programs (CSPs) are vocational and technical training programs that focus on the practical application of learned skills, and can lead to employment in a specific career or technical trade.

5 Types of CSPs are:

- Credentialing
- Apprenticeship
- Internships
- On-the-Job Training
(OJT)
- Job Shadowing



Examples of Credentialing



- Six Sigma Black Belt from the American Society for Quality



- Certified Executive Chef from the American Culinary Federation, Inc.



- Advanced Engine Performance Specialist from the National Institute for Automotive Service Excellence (NIASE)



- Commercial Driver's License (CDL) - "licensed" by a State agency, or "certified" by the Professional Truck Driver Institute (PTDI), or "accredited" by a regional or national agency (e.g., ACCSC)



Internships



- Internships – a type of work experience for entry-level job-seekers.
- Internships may be completed in federal, state, or local government, or in the private sector.
- Internships may consist of OJT and work-experience at entry level positions.
- Soldiers are eligible for only one internship during their transition period.
- Examples of internships:

- | | |
|----------------------------------|----------------------------|
| ✓ Legal intern | ✓ Communications intern |
| ✓ Engineering intern | ✓ Natural Resources intern |
| ✓ Finance/accounting intern | ✓ Veterinary intern |
| ✓ Computer science intern | ✓ Mining intern |
| ✓ Manufacturing intern | ✓ Journalism intern |
| ✓ Radiological intern | ✓ Hotel services intern |
| ✓ Forestry intern | ✓ Nuclear energy intern |
| ✓ Business administration intern | ✓ Culinary intern |

With the Battalion-level Commander's approval, WTU/CCU/IDES Soldiers may participate in more than one internship and for any length of time beginning 85 days after MRDP until their separation date.



On-the-Job Training



OJT – job skills learned at a place of work while performing the actual job

OJT programs – must meet certain criteria (e.g., approved by the Veterans' Administration, or recognized by an accrediting agency)

An OJT program must meet at least one of the criteria below:

a. Be an “Education and Job Training Program” approved by the U.S. Department of Veterans Affairs (VA). See U.S. Department of Veterans Affairs “Search for Approved Education and Job Training Programs” web site - <http://www.nasaa-vetseducation.com/>, or <http://tinyurl.com/367cvby>, or

b. Be a training program accredited by the Council on Occupational Education (COE). See COE's list of accredited training programs at web site – <http://www.council.org/accredited-institutions/>, or

c. Be a certificate program accredited by the American National Standards Institute (ANSI). See ANSI's “Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers” web site- <http://tinyurl.com/ln4r9jv>, or

d. Be accredited by an accrediting agency recognized by the U.S. Department of Education. See U.S. Department of Education's “Database of Accredited Programs and Institutions” web site – <http://www2.ed.gov/admins/finaid/accred/index.html>



Job Shadowing



Job shadowing – is a type of OJT work experience that is normally performed in 1 day, where individuals learn about a job by observing the day-to-day activities of someone in the current workforce.

Types of Job shadowing may include

Restaurant employees - cooks, bartenders

Medical profession jobs - physical therapy, occupational therapy, radiologists

Manufacturing jobs - machine operators, tool & die makers

Skilled trades jobs - carpenters, painters, electricians

Management jobs - supervisor, entrepreneur, business owner

Education jobs - instructor, teacher aide, or counselor

Radio or television jobs - journalist, broadcaster, technician

Law enforcement jobs - police officer, dispatcher, and detective

There are no limits to job shadowing opportunities



Apprenticeships



Apprenticeships – are generally a combination of OJT and related instruction that may be sponsored jointly by an employer and union groups, individual employers, or employer association.

Apprenticeships must be registered with one of the following organizations:

The U.S. Department of Labor (DOL) and/or a State Apprenticeship Agency in the state in which it operates - See U.S. DOL's "List of State Apprenticeship Websites" -

<http://www.doleta.gov/oa/stateagencies.cfm>

The U.S. Department of Veterans Affairs (VA) approved as an "Education and Job Training Program." See U.S. Department of Veterans Affairs "Search for Approved Education and Job Training Programs" web site - <http://www.nasaa-vetseducation.com/>

The American National Standards Institute (ANSI) accredited as a certificate program. See ANSI's "Directory of Accredited Certificate Issuers, Applicants, and Suspended Issuers" web site-

<http://tinyurl.com/ln4r9jv> , or

Recognized as accredited by an accrediting agency listed with the U.S. Department of Education. See U.S. Department of Education's "Database of Accredited Programs and Institutions" web site –

<http://www2.ed.gov/admins/finaid/accred/index.html>.



Career Skills Program Review Form



TAGD Memorandum (11 June 2014) Requirements for CSP Program Review

Narrative Information Required			
Names & Location of Training Program(s)	Program Scope, Purpose & Objectives	Milestones for In-process & Reporting	Schedule & Dates of Training
Return on Investment	Funding Sources	Legal Review	Selection Criteria, Process & Target Audience

A form was developed to streamline the process of getting CSP programs approved by HRC-ACED. Submit new CSP requests to:

Pam Raymer, Ed.D., Chief, ACED

502-613-8630

pamela.l.raymer.civ@mail.mil



CSP Reporting



***Send monthly reports to IMCOM – to send to HRC
Include the following information:***

CSP Monthly Reports		
CSP Type (apprenticeship, internship, OJT, credentialing, Job- shadowing)	Training start/end dates Length of Training Program	Provider Name and Industry (Use DOL-SOC code)
Number enrolled, Number completed, Number dropped out	List MOS of Soldier(s) List Rank of Soldier(s) List Educational Attainment Level of Soldiers	Name of Approving or Accrediting Agency of Training Provider

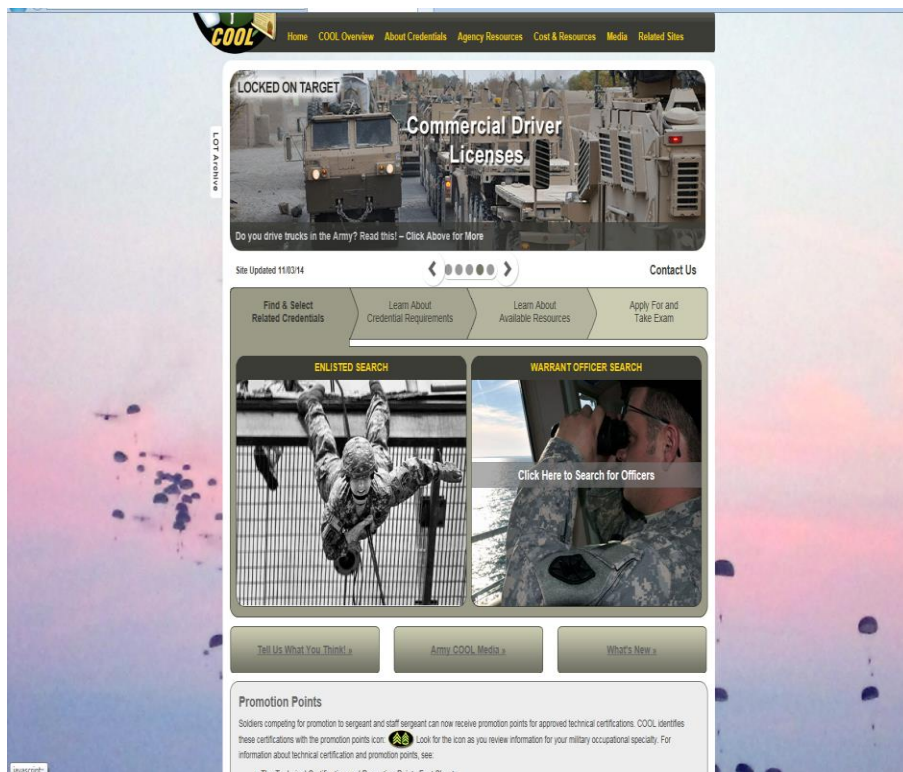
Note: Use unduplicated data in reporting



Credentialing Opportunities Online (COOL)



The Army COOL website can be very helpful to identify agencies that accredit or approve various licenses, certifications, and other credentials.



<https://www.cool.army.mil/>



Army COOL Features



The screenshot shows the Army COOL website interface. At the top, there is a navigation bar with four tabs: "Find & Select Related Credentials", "Learn About Credential Requirements", "Learn About Available Resources", and "Apply For and Take Exam". Below this is a breadcrumb trail: "ABOUT CREDENTIALS".

The main content area is titled "Why Are Credentials Important?". It contains a paragraph explaining the importance of credentials and a list of two reasons for a Soldier. Below this, there are three boxes with "READ MORE" links:

- Licenses and Certifications – The Basics**: Learn more about the types of credentials and their requirements.
- Do I Need a Credential?**: Learn what to consider when deciding if you need or want a civilian credential.
- Training and Experience Documentation**: Learn how to verify your military training and experience for civilian credentialing boards.

Below these boxes is a section titled "Do I Need a Credential?" with a "Show Subtopics / Hide Subtopics" link. It contains three expandable subtopics:

- I'm Active Duty**
- I'll Be Transitioning Soon**
- I'm Already Out**

At the bottom of the page, it says "Updated: November 03, 2014".

Army COOL contains a variety of information about credentialing and licensing.

COOL can be used to:

- Get background information about civilian licensure and certification in general
- Specific information on individual credentials including eligibility requirements and resources to prepare for a credentialing exam
- Identify licenses and certifications relevant to Army MOSs for enlisted soldiers and Warrant Officers
- Learn how to fill gaps between Army training and experience and civilian credentialing requirements
- Learn about resources available to Soldiers that can help them gain civilian job credentials



Human Resources Command Points of Contact



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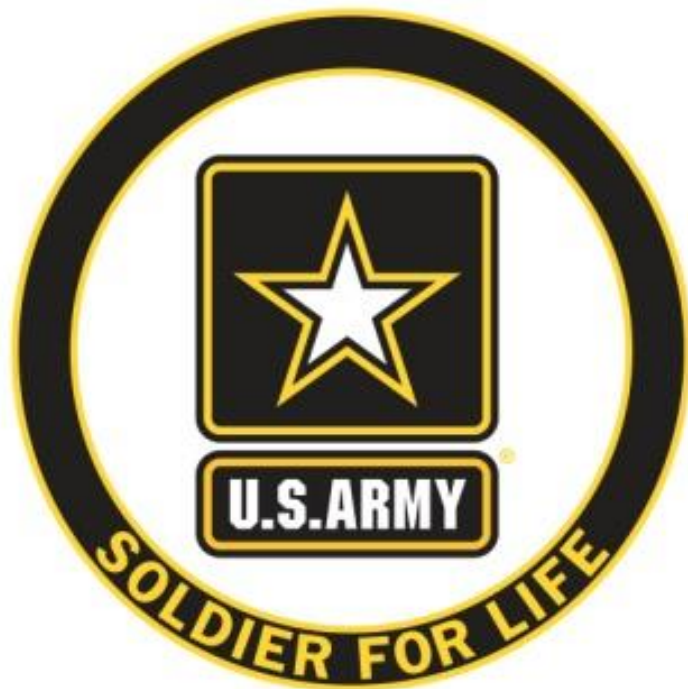
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gregory.a.kienzle.mil@mail.mil



Questions



TRANSITION ASSISTANCE PROGRAM

Start Strong • Serve Strong • Reintegrate Strong • Remain Strong